



## Job Description – Warehouse Manager/Facilities Maintenance Worker

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|---|-------------------------------|---|---------------------------------|
| <b>Job Title:</b>   | Facilities Maintenance Worker | <b>Department:</b>  | Parks and Recreation Department |
| <b>Group:</b>   | 8                             | <b>FSLA Status</b>  | Non-Exempt                      |
| <b>Minimum Salary:</b>  | Not to exceed midrange        | <b>Position Type:</b>   | Full time                       |
| <b>Reports To:</b>  | Parks and Recreation Director | <b>Directs:</b>   | N/A                             |
| <b>Applications Accepted By:</b>  |                               |   |                                 |
| <b>E-MAIL:</b><br>hrdirector@palestine-tx.org<br><br><b>Subject Line:</b><br>Attention: Human Resources/ Job Title  |                               | <b>MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)</b><br><br>City of Palestine<br>Human Resources<br>504 North Queen<br>Palestine, Texas 75801<br>(903)731-8421 |                                 |
| <b>Job Description</b>  |                               |   |                                 |
| <p><b>OBJECTIVE</b></p> <p><i>THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION</i></p> <p><b>PRIMARY DUTY:</b> UNDER GENERAL SUPERVISION, OVERSEES FACILITIES PROJECTS, PLANS, TECHNICAL STUDIES, DESIGNS, CONTRACTS, AND SCHEDULES FOR AND ASSURES CONTRACTOR COMPLIANCE WITH CONTRACT TERMS AND SPECIFICATIONS. OVERSEES THE MAINTENANCE AND UPKEEP OF CITY PROPERTIES.</p> <p>This is a nonexempt position which does not supervise other employees.</p> <p><b>ESSENTIAL JOB FUNCTIONS</b></p> <p>Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. <b>(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)</b></p> <ul style="list-style-type: none"> <li>• Coordinate facility projects from initial project assignment to completion.</li> <li>• Coordinate maintenance and repair of City properties including parks.</li> <li>• Inspects lighting systems; performs or coordinates maintenance and repairs as needed.</li> <li>• Inspects electrical, HVAC, and plumbing systems; performs or coordinates maintenance as repairs as needed.</li> <li>• Performs some janitorial services.</li> <li>• Coordinate projects and assures projects meet design and schedules.</li> <li>• Assists with technical and administrative functions.</li> <li>• Coordinate direction and guidance in projects.</li> <li>• Reviews technical documents for accuracy and recommends appropriate actions.</li> </ul> |                               |   |                                 |



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- Effectively communicates project issues; interprets and explains projects with organizations and City departments.
- Reviews technical plans, change orders, schedules assigned projects; assures the use of efficient techniques and sound practices to meet City objectives.
- Oversees work performed on facility projects by contractors; assures project activities are in compliance with project specifications and City policies.
- Supports the relationship between the City of Palestine and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
- Responsible for coordinating purchase and organizing and maintaining inventory of City supplies.
- Performs other related and assigned duties as required.
- Driving is essential.
- Ability to work under pressure and meet tight deadlines.
- Working in challenging environments and conditions.
- Strong organizational and time management skills in prioritizing tasks.
- Be able to obtain bids for projects within the City.

### **OTHER IMPORTANT JOB FUNCTIONS, KNOWLEDGE, AND SKILLS:**

- Ability to take direction well from others and have high collaboration skills.
- Attention to detail and stay organized.
- Ability to use power and hand tools and operate various motorized vehicles and equipment.
- Ability to remain flexible with your schedule. Work may require unusual hours and the ability to be on call after business hours.
- Skill in establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other agencies.
- Knowledge of City organization, operations, policies, and procedures.
- Principles of construction and maintenance of facilities projects.
- Knowledge of methods, procedures, materials, equipment, and techniques used in facility construction, maintenance, and repair.
- Skill in techniques and practices for efficient and cost-effective management of resources.
- Safety rules and regulations, occupational hazards, and safety precautions in public facilities.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in communicating effectively.
- Skill in operating a calculator, a computer, and utilizing a variety of software applications.
- Regular and consistent attendance is essential.
- Skills in making minor repairs with City properties. Example: electrical, plumbing and painting, and other duties as assigned.
- Positive Attitude is a must.



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### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to lift heavy, bulky materials, equipment and/or other items weighing up to 50 pounds and carry up to 25 pounds.
- May be exposed to dangerous machinery, hazardous chemicals, potential physical harm and/or exposure to extreme weather conditions.
- Work is performed both in an indoor and outdoor work environment. May be required to climb ladders. May be required to work at considerable heights. May be required to work in confined spaces.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED; and/or
- Any equivalent combination of relevant education and experience.
- Must have and maintain a valid Texas Driver's License.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and background check.

Must have and maintain a satisfactory driving record.

Regular attendance is required.

### ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing "see resume" is not sufficient).**

|                  |                          |            |            |
|------------------|--------------------------|------------|------------|
| Reviewed By:     | Patsy Smith              | Date:      | 10/13/2023 |
| Approved By:     | Patsy Smith/Lisa Cariker | Date:      | 10/13/2023 |
| Last Updated By: | Sue Tingle               | Date/Time: | 10/13/2023 |
| Received By:     |                          | Date:      |            |